

**ARRANGING STAFF PARKING DISC: STANDARD OPERATING PROCEDURE**

1. A staff parking disc would allow a Rhodes University staff member to park in the designated parking areas for staff. If a new staff member requires a parking disc, he/she must collect the disc from the Campus Protection Unit (CPU) office, situated on the corner of University road and Rhodes Avenue. The following information/ documentation will be required when collecting the parking disc :

* Staff card of the new member
* Vehicle registration number

Alternatively, the following information can be emailed to CPU by the departmental administrator or secretary and the disc will be delivered to the department via internal mail.

* Employee name, surname and staff number
* Department for delivery
* Vehicle registration number